



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
AGENDA

.....
MONDAY

MAY 17, 2021

6:00 P.M.
.....

- A. PLEDGE OF ALLEGIANCE
- B. APPROVAL OF THE AGENDA
- C. CONSENT AGENDA
 - 1. SIGNATURES
 - 2. COUNCIL MINUTES
 - a. 05/03/2021 Council Meeting
 - b. 05/05/2021 Council FY22 Budget Meeting
 - c. 05/10/2021 Council Workshop & FY22 Budget Meeting
 - d. 05/12/2021 Council FY22 Budget Meeting
 - 3. COMMUNICATIONS
 - a. FY 22 Budget Meeting Schedule
 - b. Memo on Little Free Library Installation Western Avenue Recreation Area, Shelley Abbott, Recreation Director.
 - 4. COMMITTEE MINUTES
- D. PUBLIC COMMENTS
- E. POLICY AGENDA
 - 1. NEWS, PRESENTATIONS & AWARDS
 - a. Presentation of RSU Proposed Budget by Superintendent Regan Nikels
 - 2. PUBLIC HEARINGS
 - 3. NOMINATIONS – APPOINTMENTS – ELECTIONS
- F. COMMITTEE REPORTS
- G. UNFINISHED BUSINESS
- H. Executive session pursuant to 1 M.R.S.A. section 405(6)(c) to include the Town Manager and the Economic Development Director
- I. NEW BUSINESS
 - a. Council consideration of the proposed Credit Enhancement Agreement between the Town of Hampden and CoKu, LLC.

Note: Council will take a five-minute recess at 8:00 p.m.

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AGENDA
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- b. Council abatement of uncollectable ambulance bills from 2018 in the amount of \$58,439.76.
- c. Council abatement of uncollectable ambulance bills from 2019 in the amount of \$45,415.04.
- d. Discussion on sending a letter to Environmental Natural Resources Committee on the Town's signed Resolution in support of the concept of an Extended Producer Responsibility (EPR), *referred from the 5/10/21 Council Workshop.*

I. MANAGER'S REPORT

J COUNCILOR'S COMMENTS

K. ADJOURNMENT

Note: Council will take a five-minute recess at 8:00 p.m.

FOR THOSE THAT WISH TO PARTICIPATE IN THE
REMOTE HAMPDEN COUNCIL MEETING ON
MAY 17, 2021, AT 6:00 PM YOU MAY PHONE
IN USING THE FOLLOWING NUMBER
(FOLLOWED BY THE PIN #)

1-405-356-8137 PIN 852 840 686#

OR-

FROM A LAPTOP OR A DESKTOP, YOU MAY GO
TO THIS URL: [https://meet.google.com/
xgc-sivz-bpo?hs=122&authuser=0](https://meet.google.com/xgc-sivz-bpo?hs=122&authuser=0) AND JOIN
US THAT WAY

INSTRUCTIONS ARE POSTED WITH THE AGENDA
AND SEPARATELY ON THE TOWN CALENDAR AT
WWW.HAMPDENMAINE.GOV

Using Google Meet to Participate in Hampden Town Council Remote Meetings

How to join:

1. Town Council members will receive an email or a Google Calendar Invite with a link to join the meeting.
2. People interested in joining will need to go to the link posted on the town events calendar at www.hampdenmaine.gov.
3. Anyone can also join for audio-only participation by calling the number provided on the town events calendar and then entering the PIN provided followed by the # symbol.

Protocols for Remote Meetings:

1. Log in or call in at least 5 minutes before scheduled start of meeting.
2. For the audio portion, use either your phone or your computer microphone, not both.
3. Mute your phone or computer mic unless speaking. Remember to un-mute if you want to speak. To mute or unmute in Google Meet, click on the little microphone icon at the bottom of the screen; note you may need to move your mouse pointer around the bottom of your screen to get the bottom bar to appear.
4. Speak up if using a computer microphone or if using the speaker function on your telephone.
5. Do not rustle papers in front of your mic unless it's muted. Please minimize background noise.
6. If you're referring to a document, identify it including page or sheet number.
7. If using the video function, have a light source in front of you if possible. Try to avoid backlighting.
8. If you want to look good, have your camera mounted at eye level or above. Look at yourself on screen to check the lighting, camera position, what's in the background, etc. In Google Meet, you can do this "video check" when you open the program before you join the meeting.
9. If you are participating by audio only, identify yourself when speaking.
10. ALL votes will be by roll call.
11. After the meeting is adjourned, click on the red phone icon on the bottom bar to leave the meeting, or (obviously) just hang up the phone if that is how you are participating.

For detailed instructions on using Google Meet, please refer to their website:

support.google.com/a/users/answer/9282720?hl=en



HAMPDEN TOWN COUNCIL
HAMPDEN MUNICIPAL BUILDING
MINUTES

C-2-a

MONDAY

MAY 03, 2021

6:00 P.M.

In Attendance:

*Mayor Shelby Wright
Councilor Eric Jarvi
Councilor Mark Cormier
Councilor Ivan McPike
Councilor Christine Cubberley
Councilor Peter Erickson
Councilor Allen Esposito – Remotely*

*Paula Scott, Town Manager
Gayle C. Decker, Town Clerk
Michael Chasson, IT Director
Kelsey Conley, Town Resident
Bill Lippincott, Remotely*

Mayor Wright called the meeting to order at 6:00 p.m.

A. PLEDGE OF ALLEGIANCE

Mayor Wright led the Pledge of Allegiance

B. APPROVAL OF THE AGENDA

Motion: *Councilor McPike moved to approve the agenda, seconded by Councilor Cubberley. Vote 7-0.*

Resolution: 2021 – 89

C. CONSENT AGENDA

Motion: *Councilor Cubberley moved to approve the consent agenda, seconded by Councilor Jarvi. Vote 7-0.*

Resolution: 2021 – 90

1. SIGNATURES

2. COUNCIL MINUTES

a. 04/20/2021 Council Meeting

3. COMMUNICATIONS

a. FY 22 Budget Meeting Schedule

b. Notice from MMA of the mailing of the Ed MacDonald Safety Enhancement Grant reimbursement check for \$2000.00.

c. Memo from Shelley Abbott, Recreation Director with Status Update on Skehan Center Maintenance.

4. COMMITTEE MINUTES

Note: Council will take a five-minute recess at 8:00 p.m.

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MONDAY

MAY 03, 2021

6:00 P.M.

MINUTES
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D. PUBLIC COMMENTS

E. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS

- a. Presentation of the FY22 Municipal Budget, including Sewer Budget and Capital Program.

Town Manager Scott presented the FY22 Municipal Budget, including the Sewer Budget. Nothing was presented on the Capital Plan. It will be discussed on the night that the cost center is on a Budget Meeting Agenda.

2. PUBLIC HEARINGS

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

F. COMMITTEE REPORTS

G. UNFINISHED BUSINESS

H. NEW BUSINESS

- a. Consideration on a Resolution Providing for Support for an Extended Producer Responsibility for Packaging (EPR) Law, *requested by resident Kelsey Conley.*

Town resident Kelsey Conley spoke to encourage Council to vote in favor of passing a local Resolution for Extended Producer Responsibility for Packaging, specifically to get the State of Maine to explore Extended Producer Responsibility Legislation.

Town resident Bill Lippincott (remotely) spoke in favor of the Resolution.

Motion: *Councilor Jarvi moved Council adopt the Resolution as written providing encouragement for an Extended Producer Responsibility for Packaging (EPR) Law, seconded by Councilor Cubberley. Vote 4-3*

Resolution: 2021 – 91

- b. Request for Council authorization for the expenditure of \$12,500.00 from the Computer Reserve Account (G-3-711-00) for audio visual equipment, *requested by Michael Chasson, IT Director.*

Michael Chasson IT Director addressed Council with an overview for his request.

Motion: *Councilor Jarvi moved Council authorize the expenditure of \$12,500.00 from the Computer Reserve Account G-3-711-00 for audio visual equipment, seconded by Councilor McPike. Vote 7-0*

Resolution: 2021 – 92

Note: Council will take a five-minute recess at 8:00 p.m.

.....
MONDAY

MAY 03, 2021

6:00 P.M.

MINUTES
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I. MANAGER'S REPORT

J COUNCILOR'S COMMENTS

No comments.

K. ADJOURNMENT

Meeting adjourned at 6:55 p.m.

*Respectfully submitted,
Gayle C. Decker, Town Clerk /s/*

Note: Council will take a five-minute recess at 8:00 p.m.



**HAMPDEN TOWN COUNCIL
FY22 BUDGET WORK SESSION
HAMPDEN MUNICIPAL BUILDING
MINUTES**

C-2-b

WEDNESDAY

May 5, 2021

6:00 P.M.

In Attendance:

*Mayor Shelby Wright
Councilor Eric Jarvi
Councilor Mark Cormier
Councilor Ivan McPike
Councilor Christine Cubberley
Councilor Peter Erickson
Councilor Allen Esposito – Remotely*

*Paula Scott, Town Manager
Gayle C. Decker, Town Clerk*

1. **Call to Order** - *Deputy Mayor Jarvi called the meeting to Order at 6:00 p.m.*
2. **Review of Town Manager FY22 Budget**
 - a. **Administration** – *Referred as presented.*
 - b. **General Assistance** – *Referred as presented.*
 - c. **Elections** – *Referred as presented.*
 - d. **Town Council** – *Referred as presented.*
 - e. **Outside Agencies** – *Council consensus to add \$500.00 donation for the Garden Club. Referred with amendment.*
 - f. **County Tax** – *Referred as presented.*
3. **Adjourn** – *Meeting adjourned at 6:35 p.m.*

*Respectfully submitted,
Gayle C. Decker, Town Clerk*

The next budget meeting will be held on Monday May 10th at 6:00 p.m.



**HAMPDEN TOWN COUNCIL WORKSHOP
FY22 BUDGET WORK SESSION
HAMPDEN MUNICIPAL BUILDING
AGENDA**

MONDAY

May 10, 2021

6:00 P.M.

In Attendance:

*Mayor Shelby Wright
Councilor Eric Jarvi
Councilor Mark Cormier
Councilor Ivan McPike
Councilor Christine Cubberley
Councilor Peter Erickson
Councilor Allen Esposito*

*Paula Scott, Town Manager
Gayle C. Decker, Town Clerk
Amy Ryder, Economic Development Director
Christian Bailey, Public Safety Director
Jason Lundstrom, Deputy Fire Chief
Scott Webber, Deputy Police Chief
Victor Smith, Public Works Director*

1. **Call to Order** – *Deputy Mayor Jarvi called the meeting to order at 6:00 p.m.*
2. **Discussion on sewer rates** – *Discussed that the expenses in the sewer department are exceeding revenues at a much to great of a rate. This year's sewer budget increase is 22.92%. Town Manager is looking to have a discussion on raising the sewer rates to account for not only what we have currently for debt service but what we anticipate coming on the line next year. Recommendation of a 35% increase with no capital charge. Consensus is to put on a Council Agenda to discuss the proposed rate increases. The Town Manager will set a public hearing date and advertise.*
3. **Review of Town Manager FY22 Budget**
 - a. **Public Safety** – *referred as presented.*
 - b. **Police** – *referred as presented.*
 - c. **Fire** – *referred as presented.*
 - d. **IT (includes GIS Mapping)** – *referred as presented.*
 - e. **Assessor** - *Discussed the need for updating property assessment cards with pictures and sketches of the properties and scanning the cards to our Trio Software and Website. Concern over possibly spending money*

MINUTES

on work that may have to be duplicated during a revaluation. Consensus is to move forward with additional \$15,000.00 added to budget to start the updates discussed with a caveat to do research with potential revaluation contractors to find out information on the procedure.

- f. **Planning** – referred as presented.
- g. **Economic Development** – referred as presented.

At the conclusion of the Agenda Items Mayor Wright briefed Council on the public hearings had on two Bills presented on Extended Producer Responsibility (EPR). The NRCM characterized all of the resolutions of support as being in support of their specific piece of Legislation. She would like to send a letter to the Environment Natural Resources Committee on behalf of Council and let them know that we were mischaracterized and we did not support a specific piece of legislation. Concensus is to put on next Council Agenda for a vote.

4. Adjourn

Meeting adjourned at 7:19 p.m.

*Respectfully submitted,
Gayle C. Decker, Town Clerk /s/*

The next budget meeting will be held on Wednesday May 12th at 6:00 p.m.



**HAMPDEN TOWN COUNCIL
FY22 BUDGET WORK SESSION
HAMPDEN MUNICIPAL BUILDING
MINUTES**

C-2-d

WEDNESDAY

May 12, 2021

6:00 P.M.

In Attendance:

*Mayor Shelby Wright
Councilor Eric Jarvi
Councilor Mark Cormier
Councilor Ivan McPike
Councilor Christine Cubberley
Councilor Peter Erickson
Councilor Allen Esposito*

*Paula Scott, Town Manager
Gayle C. Decker, Town Clerk
Amy Ryder, Economic Development Director
Victor Smith, Public Works Director*

1. Call to Order

Deputy Mayor Jarvi called the meeting to Order at 6:00 p.m.

2. Review of Town Manager FY22 Budget

- a. **Highway** – *Referred as presented.*
- b. **Municipal Garage** – *Referred as presented.*
- c. **Municipal Building** – *Referred as presented.*
- d. **Stormwater Management** – *Referred as presented.*
- e. **Building & Grounds** – *Referred as presented.*
- f. **Solid Waste** – *Referred as presented.*
- g. **Marina** – *Referred as presented.*

3. Adjourn

Meeting adjourned at 6:33 p.m.

*Respectfully Submitted,
Gayle C. Decker, Town Clerk*

TOWN OF HAMPDEN
FY22 BUDGET MEETING SCHEDULE

3 - a
UPDATED SCHEDULE

Feb. 20, Saturday 9:00 am	Council Goals & Objectives session – at Skehan Center Possibly the 27th, Council will decide Tuesday	
April 29, Thursday	Proposed budget delivered to Councilors (due to them by May 1 st , per Charter)	
May 3, Monday: 6 pm	Town Council Meeting Town Manager Presentation of Proposed FY22 Budget	
May 5, Wednesday: 6 pm	Administration General Assistance Elections	Town Council Outside Agencies County Tax
May 10, Monday: 6 pm	Public Safety Police Fire IT (includes GIS/mapping	Assessor Planning Economic Development Council workshop – as needed
May 12, Wednesday: 6 pm	Highway Municipal Garage Municipal Building Stormwater Management	Building & Grounds Solid Waste Marina
May 17, Monday: 6 pm	Town Council Meeting	Education (RSU 22)
May 19, Wednesday: 6 pm	Capital Program Reserves Revenues	Sewer Non-departmental utilities Debt Service
May 24, Monday 6 pm	Library Recreation	The Bus Lura Hoit Pool
May 26, Wednesday: 6 pm	Possibly RSU District Budget Meeting at Hampden Academy	
May 31, Monday:	Memorial Day	
June 3, Thursday	RSU 22 District Budget meeting at Hampden Academy	
June 7, Monday: 6 pm	Town Council Meeting – referral of budget to Public Hearing	
June 8, Tuesday:	RSU 22 Budget Referendum	
June 21, Monday: 6 pm	Town Council Meeting Budget Public Hearing	
June 28, Monday:	Contingency date for Public Hearing if necessary	



memo

Town of Hampden-Recreation Department

To: Hampden Town Council
From: Shelley Abbott; Recreation Director
CC: Paula Scott; Town Manager

Date: 5/10/2021
Re: Little Free Library Installation WARA

The Western Avenue Recreation Area now has a Little Free Library for our community to enjoy! Many thanks to the Wilde Family for the donation of this beautiful addition to the facility.

Bronwyn Wilde (age 10) and her mother Hannah approached the town about establishing the Little Free Library last spring. Fast forward past the parking lot construction, and the COVID pandemic, and the newly built library by Lucas Wilde is now proudly ready for use on the corner of the playground at the Western Avenue Recreation Area. This unit will feature mostly children's books.

Swing by the park area and take a look! You never know what book might be ready for you to enjoy! What is a Little Free Library? www.littlefreelibrary.org
Little Free Library is the world's largest book sharing movement! Building Community, Inspiring Readers, and Expanding Book Access for All!

Photo Credit: Hannah Wilde

<https://www.facebook.com/Hannah-Wilde-Photography-115042291160/>



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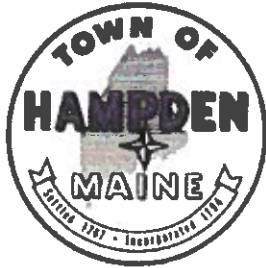




memo



I - b & C



Memorandum

TO: Town Council
FROM: Paula Scott, Town Manager
DATE: May 13, 2021
RE: Ambulance Abatements

Jenn has presented me with a request to have the Town Council abate uncollected, and uncollectable, ambulance bills for the period from January 1, 2018 – October 31, 2019. The break down of this total is as follows:

2018	\$58,439.76
2019	\$45,415.04

The Town Council has historically abated ambulance bills, or bill balances when further collection is not possible. Many of these bills are the remaining portion due after the insurance companies pay their allowable expense; some of these bills are self-pay accounts. The Town Council voted many years ago to not take residents to collections for failure to pay an ambulance bill.

Town of Hampden
106 Western Avenue
Hampden, Maine 04444



Phone: (207) 862-3034
Fax: (207) 862-5067
Email: jenn@hampdenmaine.gov

To: Town Council
CC: Paula Scott
From: Jenn Mahon
Date: May 13, 2021
Re: Ambulance Abatement

A list of uncollected ambulance bills was compiled totaling the amount of \$103,854.80 from 01/01/2018 – 10/31/2019.

These calls are for patients whose insurance companies have already paid their covered portions of the bills.

These uncollected bills have been outstanding for over eighteen months and it is recommended they be abated. It has been the policy of council to not take customers to collection for uncollectable bills.